

# **Monthly Report**

**January 1, 2007 through January 31, 2007**

## **Project Title**

Montana Department of Transportation (MDT) One Stop Shop for Traveler Information

## **Principal Investigator**

Michael Berman  
Program Manager  
PBS&J

## **Research Assistants**

The work performed under this contract has been performed by PBS&J with the assistance of our subcontractors, Current Transportation Solutions and ETC Institute.

## **Introduction**

This first monthly report covers the period from January 1, 2007 through January 31, 2007. During that month, the PBS&J team began work on the early tasks in the project.

The next section provides an overview of the project objective. The report then provides an overview of the progress completed during the previous month, and compares anticipated budget and work to the project schedule.

## **Project Objective**

The objective of this project is to develop an implementation plan for a one-stop shop for traveler information, with a focus on traveler information needs for the transportation-disadvantaged, including the elderly, disabled, and poor. In addition, the plan should address traveler information needs for tourists.

## **Work Progress**

This was the first month in which we worked on this project. We performed the following tasks:

- Held an internal project team kick-off meeting.
- Executed subcontract with Current Transportation Solutions.
- Conducted research to fulfill the requirements of:
  - Task 3.1.1 (review transportation information systems)

- Task 3.1.2 (identify current technologies)
- Task 3.1.3 (review existing Montana transportation information services)
- Task 3.1.8 (review funding options)
- Task 3.1.9 (review TranPlan 21)
- Provided additional information to the Project Technical Advisory Committee (TAC) to help reach a determination as to the number and composition of the planned focus groups.

## **Issues**

As was raised last month, we now expect there to be some schedule slippage due to the focus groups. This is both because we will need to find time within the schedules of the selected Transportation Advisory Committees in Helena, Missoula, and northeastern Montana, and because there has been some delay as we have worked with the project TAC to determine the location, composition, and number of focus groups.

## **Major Accomplishments or Discoveries**

Project staff completed draft technical memoranda on Tasks 3.1.1, 3.1.2, and 3.1.9. Staff also conducted research on Tasks 3.1.3 and 3.1.8. In addition, we have settled on using the local Transportation Advisory Committees in Helena, Missoula, and northeastern Montana as our focus groups, with the addition of input from the disabled community through invitations to those groups and one-on-one phone calls.

## **Work Projection**

During the next month, we plan to complete the following activities:

- Complete the remaining portion of the research for tasks 3.1.1, 3.1.2, 3.1.3, 3.1.8, and 3.1.9.
- Set the schedule for the focus groups.
- Begin work on focus group materials

## **Schedule**

The focus groups issues have forced us to modify the schedule. Once we have scheduled the focus groups, project staff will provide an updated schedule.

## **Financial Report**

Table 1 on the following page shows the current financial status of the project, including amount remaining per task, and expenditures by state and federal fiscal year.

**Table 1: One-Stop Shop Financial Summary**

<b>Task</b>	<b>Initial Cost</b>	<b>Expended to Date</b>	<b>Percent Expended</b>	<b>Amount Remaining</b>	<b>Percent Remaining</b>	<b>Estimated Percent Complete</b>
Finalize Research Plan	\$ 7,318	\$ 5,680	77.6%	\$ 1,638	22.4%	100%
Review Transportation Information Systems	\$ 8,685	\$ 3,700	42.6%	\$ 4,985	57.4%	75%
Identify Current Technologies	\$ 9,349	\$ 3,700	39.6%	\$ 5,649	60.4%	75%
Review existing MT Information Services	\$ 8,043	\$ -	0.0%	\$ 8,043	100.0%	
Determine Public and User Needs	\$ 35,000	\$ -	0.0%	\$ 35,000	100.0%	
Determine Additional Needs	\$ 12,753	\$ -	0.0%	\$ 12,753	100.0%	
Determine Best Options	\$ 4,559	\$ -	0.0%	\$ 4,559	100.0%	
Recommend Implementation Approach	\$ 3,757	\$ -	0.0%	\$ 3,757	100.0%	
Review Funding Options	\$ 3,446	\$ -	0.0%	\$ 3,446	100.0%	
Review TranPlan 21	\$ 2,075	\$ 2,044	98.5%	\$ 31	1.5%	100%
Implementation Plan	\$ 16,344	\$ -	0.0%	\$ 16,344	100.0%	
Kick-Off Meeting	\$ 4,961	\$ 4,274	86.2%	\$ 687	13.8%	100%
Mid-Project Meeting	\$ 4,961	\$ -	0.0%	\$ 4,961	100.0%	
Final Project Meeting	\$ 4,961	\$ -	0.0%	\$ 4,961	100.0%	
Project Summary Report	\$ 1,335	\$ -	0.0%	\$ 1,335	100.0%	
Monthly Progress Reports	\$ 3,414	\$ 358	10.5%	\$ 3,057	89.5%	11%
<b>Total</b>	<b>\$ 130,963</b>	<b>\$ 19,757</b>	<b>15.1%</b>	<b>\$ 111,207</b>	<b>84.9%</b>	
		<b>Actual</b>	<b>Projected</b>			
State Fiscal Year 2007 Expenditures		\$ 19,757	\$ 24,381			
Federal Fiscal Year 2007 Expenditures		\$ 19,757	\$ 24,381			